

AGING IN PLACE SPECIALIST

GRADE: 16

FLSA: NON-EXEMPT

CHARACTERISTICS OF CLASS:

The Aging in Place Specialist performs intermediate professional and responsible administrative tasks in the design, implementation, execution and evaluation of the City's Senior Citizen Home Maintenance Program. The incumbent takes a proactive approach to accomplish the objective of assisting seniors who wish to remain in their homes. This work has light physical demands and the working conditions are good. The Aging in Place Specialist is accountable to the Senior Services Support Services Supervisor while working in cooperation with the Outreach staff.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLE OF DUTIES:

- Manages the City's Senior Citizen Home maintenance Program
- Develops resource materials and criteria to identify preventive and necessary accommodations to facilitate a senior's ability to remain in his or her own home
- Identifies, develops, maintains and manages lists of approved personnel to conduct minor home maintenance and repairs which includes references, certifications, insurance and licensing information
- Conducts site visits and coordinates with homeowners work to be done to facilitate the senior's ability to remain in their home
- Ensures compliance with regulatory issues including City building codes.

- Coordinates with the City Senior Citizen Services staff, Rehabilitation Specialist and Elderly Ministries of the Community Ministries of Rockville
- Coordinates volunteers and local businesses to assist with minor home maintenance and repairs
- Works with Homeowner Associations
- Coordinate the senior citizen snow removal program
- Conducts outreach on the Aging in Place program, informing a varied audience about the program
- Evaluates program on an ongoing basis to ensure that the quality, timeliness, and integrity of the program goals are met or exceeded
- Researches and becomes involved with outside committees promoting Aging in Place
- Produces required reports
- Assists with department special events
- Performs other duties as assigned

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience equivalent to graduation from high school and at least 5 years of experience working with older adults. Knowledge and experience in construction management, home maintenance, home modification or a related field. Valid driver's license required

Preferred Knowledge, Skills, and Abilities:

- Thorough knowledge of the City's home improvement program
- Knowledge of current aging in place issues affecting older adults
- Knowledge of methods, materials, and techniques involved in home maintenance, repair and modification
- Knowledge of departmental and area programs, services and procedures related to home maintenance, repair, and modification
- Knowledge of gerontology and the housing issues facing older adults
- Knowledge in program planning, promoting and coordinating
- Highly skilled in human relations
- Ability to plan, organize and meet deadlines in the preparation of a variety of programs
- Ability to be creative and innovative
- Ability to convey concise and accurate explanations of programs, policies, procedures and requirements